

DUTY STATEMENT

Classification: Energy Commission Specialist I (EFF)	Position No. 410-4935-002
CBID: R10	Office: Appliances and Process Energy
Date Prepared: January 12, 2010	Division: Efficiency & Renewable Energy
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

The Energy Commission Specialist I (EFF) is under the supervision of the Energy Commission Supervisor II (EFF) in the Appliances and Process Energy Office of the Efficiency and Renewable Energy Division. The incumbent will independently perform complex, sensitive and responsible energy-related marketing work which requires, on a regular basis, a high level of technical knowledge coupled with a high degree of marketing skills and ability which is demonstrably above the journey level.

The incumbent will act as the subject matter expert in developing and implementing marketing strategies for energy assessment activities. The incumbent will also consult, advise and implement marketing activities for programmatic components such as the seminar program and implement measurement and verification activities. Both energy assessments and the technical transfer seminars are major products of the Process Energy Unit.

WORKING CONDITIONS: Work will be performed primarily in an indoor office setting. Travel will be required to visit customer industrial facilities, attend workshops, meetings, hearings, and conferences.

DUTIES AND RESPONSIBILITIES:

- 20% Manage and Lead the Industrial Energy Assessments Program. Responsible for management of the existing grants with DOE for implementing the "Save Energy Now" program of energy assessments and related activities on customer facilities. The Save Energy Now program was funded by several previous grants; the most current DOE grant is a \$905,000 grant. This individual is responsible for visioning the work product of the Process Energy Unit to meet Commission policy objectives as well as funding source requirements. (E)
- 20% Securing funding for the Save Energy Now programs. Responsible for being alert for external funding sources (such as the DOE grant) and for applying for funding and coordinating internally to the Commission for resources to fulfill Commission obligations as a result of accepting these funds. This individual is responsible for assignment and coordination with other staff members for developing assigned sections of the various grant applications. (E)

- 20% Identifying/enrolling industrial customers for participation in Save Energy Now programs & Measurement & Verification (M&V). Responsible for conducting research within the industrial sector in California to identify and select candidate customers to participate in the various programs, but principally the "Save Energy Now" Energy Assessment Program, Incumbent is responsible for following the technical facility assessment, conducting "close-out" meetings with the customer, our technical staff and the trade allies and utilities. The individual is also responsible for directly conducting the M&V activities and/or selecting consultant assistance including writing/administering the contracts. (E)
- 15% Serve as subject matter expert on industrial energy efficiency matters, including preparing marketing material, developing conclusions and recommendations based on technical and marketing considerations and advising managers and commissioners on industrial energy efficiency issues; conducting research and providing unifying vision for program mix for the Industrial Program. The incumbent identifies areas for further development and funding, as well as opportunities for improvement. The incumbent responds to assistance requests from customers, utilities, DOE, project proponents and others interested in energy policy, programs and technologies. (E)
- 10% Production of marketing materials. Market technical materials produced for the customer in coordination with the utilities to the target customers. This may require presentations, meetings with customer senior management, utilities and consultants. The incumbent is responsible for initiating and managing the technical assistance contracts (up to 12 separate contracts) associated with this activity. This also includes production and/or supervision of marketing materials, such as case studies, pamphlets and website content to support Commission marketing activities relating to industrial efficiency. (E)
- 10% Responsible for coordinating industrial energy efficiency programs with US DOE program management, utility trade allies and industrial customers and for preparing and submitting required reports. (E)
- 5% Perform other duties as required consistent with the specification of this classification. (M)

SIGNATURES	
I CERTIFY THAT I AM TO PERFORM, WITH OR WITHOUT THE ASSISTANCE OF A REASONABLE ACCOMMODATION, THE ESSENTIAL JOB DUTIES OF THIS POSITION	
<div style="text-align: center;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> INCUMBENT Date </div> <div>Energy Commission Specialist I (EFF)</div> </div>	<div style="text-align: center;"> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"> E. V. (AL) GARCIA Date </div> <div>Energy Commission Supervisor II (EFF)</div> </div>